



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-647

Date: July 27, 2011

3 FAM 4730 FORMAL ADMINISTRATIVE REVIEWS UNDER THE GRIEVANCE PROCEDURE

Changes

1. **3 FAM 4730, Formal Administrative Reviews under the Grievance Procedure:** In addition to minor edits, this subchapter contains changes in the following section:
 - **3 FAM 4732, Submission of Formal Grievance:** The employee must cite the relevant law or regulation alleged to have been violated or misapplied. The supervisor or other appropriate officer must grant the employee a reasonable amount of official time to prepare the formal grievance. A grant of official time is normally 8 hours. It is understood that, when required by the needs of the Service, work assignments may preempt such scheduled time.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 4730 (CT:PER-582, 10-25-2005; 2 pages) and insert revised subchapter 3 FAM 4730 (2 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:PER-647, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/G)